



## Legislation Details (With Text)

**File #:** 21-4830      **Version:** 1      **Name:**  
**Type:** Policy      **Status:** Passed  
**File created:** 9/7/2021      **In control:** Commissioners Court  
**On agenda:** 9/14/2021      **Final action:** 9/14/2021  
**Title:** Request by Human Resources & Risk Management for approval to temporarily amend Section §11.03 of the Harris County Personnel Policies and Procedures to allow regular position employees to accrue a maximum of 320 vacation leave hours through December 31, 2021 in response to COVID-19.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
9/14/2021	1	Commissioners Court		

**Department:** Human Resources and Risk Management

**Department Head/Elected Official:** Shain Carrizal

**Regular or Supplemental RCA:**

- ☒ Regular RCA  
☐ Supplemental RCA

**Type of Request:** Policy

**Project ID (if applicable):** N/A

**Vendor/Entity Legal Name (if applicable):** N/A

**MWDBE Participation (if applicable):** N/A

**Request Summary (Agenda Caption):**

Request by Human Resources & Risk Management for approval to temporarily amend Section §11.03 of the Harris County Personnel Policies and Procedures to allow regular position employees to accrue a maximum of 320 vacation leave hours through December 31, 2021 in response to COVID-19.

**Background and Discussion:**

Since the onset of COVID-19, Commissioners Court has authorized temporary amendments to the Harris County Personnel Policies and Procedures to respond to the pandemic. Section §11.03 was last extended through September 10, 2021, however, there are still over 1,000 employees with a vacation balance that exceeds 280 hours.

**Expected Impact:**

Extending the 320-hour maximum vacation leave accrual through December 31, 2021 should give those employees responding to COVID-19 the opportunity to use their vacation leave.

#### Alternative Options:

There is a potential financial impact of extending the vacation leave maximum since employees who terminate employment before 2022 may have final benefits paid based on the higher accrual maximum. Commissioners Court could take no action to eliminate the financial impact, however, there would be over 1,000 employees who would lose vacation over the 280-hour maximum.

#### Alignment with Goal(s):

- ☐ Justice and Safety
- ☐ Economic Opportunity
- ☐ Housing
- ☐ Public Health
  
- ☐ Transportation
- ☐ Flooding
- ☐ Environment
- ☒ Governance and Customer Service

#### Prior Court Action (if any):

10/27/2020 Agenda Item 22.b.1, Temporary Amendment to Harris County Policies and Procedures Approved  
 2/9/2021 Agenda Item 248, Temporary Amendment to Harris County Policies and Procedures Approved  
 6/8/2021 Agenda Item 2, Temporary Amendment to Harris County Policies and Procedures Approved

#### Location:

Address (if applicable list below):

- ☒ Countywide
- ☐ Precinct 1
- ☐ Precinct 2
  
- ☐ Precinct 3
- ☐ Precinct 4

Fiscal and Personnel Summary				
Service Name		FY 21-22	Estimates	
			FY 22	Next 3 FYs
<b>Incremental Expenditures</b>				
Labor Expenditures		-	-	-
Non-Labor Expenditures		-	-	-
<b>Total Incremental Expenditures</b>		-	-	-

<b>Funding Sources</b> (General Fund, PIC Fund, Debt or CP, Grants, or Other - Please Specify)				
Existing Budget	-	-	-	-
	-	-	-	-
	-	-	-	-
Total Current Budget		-	-	-
Additional Budget Requested	-	-	-	-
	-	-	-	-
	-	-	-	-
Total Additional Budget Requested		-	-	-
<b>Total Funding Sources</b>		-	-	-
<b>Personnel</b> (Fill out section only if requesting new PCNs)				
Current Position Count for Service		-	-	-
Additional Positions Requested		-	-	-
<b>Total Personnel</b>		-	-	-

**Anticipated Implementation Date:** September 11, 2021

**Emergency/Disaster Recovery Note:**

- ☐ Not an emergency, disaster recovery, or COVID-19 related item
- ☐ Emergency Item
- ☒ COVID-19 related Item
- ☐ Disaster Recovery related Item

**Contact(s) name, title, department:** Shain Carrizal, Sr. Director, Human Resources & Risk Management

**Attachments (if applicable):** N/A